

Tennessee Bureau of Workers' Compensation

Legal Assistant

Salary Range: \$2,879 - \$4,605

Job Title: Legal Assistant

Objective: The Tennessee Workers' Compensation Appeals Board is seeking a legal assistant to assist in the efficient and timely disposition of appeals and other legal and administrative matters as determined by the Appeals Board. The position is located in Nashville, Tennessee. The Appeals Board consists of three judges and functions as an appeals court by reviewing decisions rendered by judges on the Court of Workers' Compensation Claims in cases involving work-related injuries statewide.

General Description:

The legal assistant will provide legal and administrative assistance to the judges and attorneys of the Appeals Board through: (1) the examination of records on appeal; (2) research and analysis of legal issues; (3) drafting and reviewing proposed orders, opinions, statutes, and regulations; and (4) assisting with other matters as directed by the judges and attorneys of the Appeals Board. Work will be performed under the immediate supervision of the Presiding Judge of the Appeals Board in Nashville.

Minimum Qualifications:

Education equivalent to graduation from an accredited college, university, or professional school: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; or (3) a Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.

Or

Education equivalent to graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients.

Anticipated Work Activities:

1. Review the appellate record and prepare memoranda summarizing the facts and arguments of the parties and identifying the legal issues raised.
2. Research applicable statutory and case law.
3. Assist in drafting and reviewing orders, opinions, statutes, and regulations.
4. Assist in administering the Appeals Board's internship program with law schools.
5. Assist in maintaining a digest of opinions issued by the Appeals Board and in reporting statistical information.
6. Review workers' compensation decisions of the Tennessee Supreme Court and the Special Workers' Compensation Appeals Panel and summarize the decisions.

7. Assist the appeals judges in preparing presentations for use at legal seminars, conferences, or other events.
8. Assist in coordinating oral argument.

Essential knowledge, skills, and abilities:

- Ability to function well under tight deadlines.
- Prepare clear and thorough written work products.
- Conduct electronic legal research.
- Ability to maintain harmonious working relationships.
- Ability to maintain confidentiality.

Please respond with a resume and a letter outlining why you are interested in this position by March 4, 2016 to: Elizabeth.Vines@tn.gov

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